

OVERNIGHT TRAVEL PLANNING TIMELINE

Imagine taking your kids on the trip of a lifetime, without stressing about the details. Director's Choice partners with music educators like you to simplify the travel planning process. We believe every trip is as different as the group leader and students who travel, that's why all our itineraries are customized to your specifications. And, the more complex the trip, the more input and time we need to craft the best itinerary for you.

Believe it or not, it's never too early to start planning.

If you are considering an overnight trip with your students, take a look at this travel planning snapshot.

PRIOR TO DEPARTURE

- Secure permission to travel with students by your school and/or district
- Discuss travel destinations that meet your program goals with a travel consultant, taking into account where your students want to go and what they can afford
- Work closely with your Travel Consultant to create an itinerary that meets your needs.
- Review and approve your custom proposal, and when you are ready, return your registration forms including authorized signatures.

9-12+ MONTHS

- Submit your deposit/registration fee to Director's Choice
- Internal Audits begin

Your Travel Consultant and the Director's Choice Operations team review each and every detail of your itinerary to ensure your trip is set-up for success from the very beginning.

4-8+ MONTHS

- Announce the exciting news to your students and parents! Making the meeting fun and exciting will encourage signups and trip deposit.
- Begin fundraising, keeping in mind the agreed upon dates of your payment plan. See our Top 10 Fundraising ideas!

- Continue with recruitment efforts by using the school newsletter, emails, announcements, and student ambassadors. Need custom marketing materials? Let us know, we can help!
- Follow your customized payment schedule while Director's Choice books and confirms all your travel arrangements and performance details

1-3+ MONTHS

- Lean on the expertise of your experienced Travel Consultant who will ensure you are on top of all important deadlines including, but not limited to:
 - Payment and cancellation schedules
 - Flight Manifests
 - Rooming Lists
 - Restaurant menu pre-orders
 - Hotel tax documentation
 - Performance form paperwork
 - Every other detail relevant to your customized trip.

- Final internal audits take place on your group's trip
 - Confirm all reservations
 - Review the itinerary for logical flow and correct travel times and addresses
 - Confirm payments from your school and payments to all suppliers have been made accurately
 - Confirm your smart-phone compatible online travel resources are accurate and up to date in the customer portal www.mydirectorschoice.com.

MYDIRECTORSCHOICE.COM RESOURCES

- Up to Date Group Itinerary
- Maps and Directions via Google Links
- Motorcoach parking instructions for each applicable vendor
- Detailed Copies of your Rooming
- Lists and Flight Manifests
- Financial information including invoices and payment receipts

LESS THAN 30 DAYS FROM DEPARTURE

- Schedule your pre-departure checklist meeting with your Travel Consultant to go over final arrangements and answer any questions.
- Receive all admission tickets, vouchers, souvenir patches and shirts etc. at school address
- Rest in knowing that Director's Choice is on hand 24/7 during your travel for needs or questions

Begin your custom travel planning journey today with your very own travel consultant. Click here to get started.